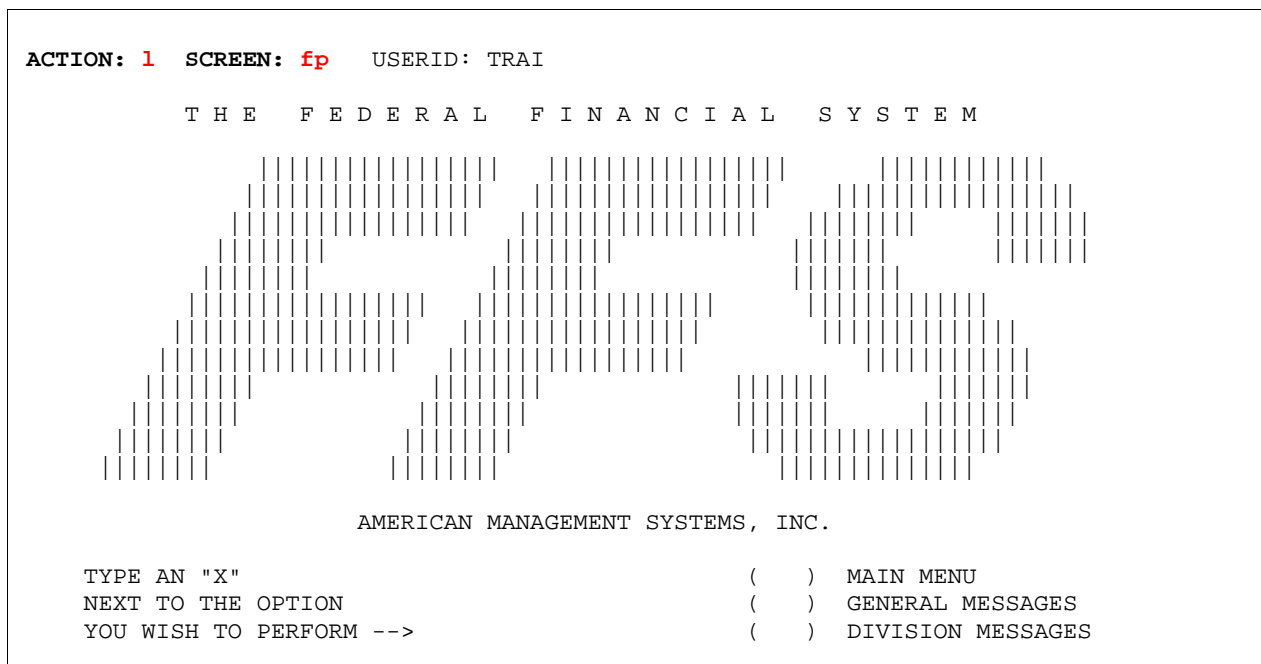# Entering a Field Payment

These first three steps must take place for every field payment you will enter into FFS.

1.   Enter the document:

- Key an "L" in the "ACTION:" field.
- Key transaction code "FP" plus two spaces in the "SCREEN:" field.
- Hit "ENTER".

```
 ACTION: l  SCREEN: fp   USERID: TRAI

         T H E   F E D E R A L   F I N A N C I A L   S Y S T E M

              ||||||||||||||  ||||||||||||||||   |||||||||||
              |||||||||||||||  |||||||||||||||||   |||||||||||||||||
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              ||||||||   ||||||||   ||||||||||||||

                  AMERICAN MANAGEMENT SYSTEMS, INC.

    TYPE AN "X"                              (   )  MAIN MENU
    NEXT TO THE OPTION                       (   )  GENERAL MESSAGES
    YOU WISH TO PERFORM -->                  (   )  DIVISION MESSAGES
```

2.   The document will be displayed with "NEW" in the Command Line.

- Tab twice and key your region number.
- Tab and then enter the 11 digit document control number. The last digit is an alpha character. An "A" is used for the first payment, a "B" for the second payment, etc.
- Hit "ENTER".

```
NEW                          DOCID: FP   9    973204m813a
STATUS:                      BATID:              ORG:           000-000 OF 000
H-                           OBLIGATION FIELD INPUT SCREEN

     VENDOR CODE:               TRANS TYPE:    DOCUMENT TOTAL:
            NAME:                                         ACTION:
         ADDRESS:                                      ALT PAYEE:
                                                            BFYS:
                                                        COMMENTS:
                                                  EFFECTIVE DATE:
                                                   NEG PYMT DAYS:

01- LN:      BORG:         /    BFY:         JOB:          BOC:
    AMOUNT:               I/D:   DESCRIPTION:
    FUND:
02- LN:      BORG:         /    BFY:         JOB:          BOC:
    AMOUNT:               I/D:   DESCRIPTION:
    FUND:



A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

3.   The word "NEW" will disappear and your cursor will be moved to the "VENDOR CODE:" field. Begin entering your payment information.

NOTE: The majority of payment documents are made to EFT vendors and are made using accelerated pay so we have taken the liberty of creating the majority of the rest of the directions on this site using EFT vendors and showing payments which are coded as accelerated payments.